



## STUDENT HANDBOOK

## **SCHOOL RULES AND REGULATIONS**

It is the belief of Aspiration International Secondary School or Aspiration International Primary School, as the case may be (the word “School” shall hereinafter refer to either Aspiration International Secondary School or Aspiration International Primary School, as the case may be) that, **an atmosphere conducive to acquiring knowledge and imbibing the moral standards and code of conduct and culture** is vital towards achieving the vision, mission, and the ethos of the School.

In order to attain this atmosphere, the School has formulated the Rules and Regulations hereinafter appearing that are binding on all the students of the School (“Students”). For ease of reference, words importing the singular include the plural and words importing one gender include all other genders.

This Student Handbook is dynamic, and is subject to updates from time to time with or without any notice to the Students and/or the parents. The latest prevailing version will be available on our website and the Students are advised to check the latest prevailing version from time to time

### **SUMMARY**

#### **Conduct**

1. Treat all living things with respect and kindness (No bullying)
2. Be courteous and use only decent and uplifting words (No vulgarity)
3. Greet and respect the staff (No disrespect)
4. Engage only in healthy activities (No distracting activities)
5. Surf the internet responsibly (No pornographic, gambling, gaming, or unhealthy surfing)
6. Uphold at all times, within and without the School, the fine standards of the School
7. Do not commit any act and/or omission that is against the laws of Malaysia (No Illegality)

#### **Appearance and Attire**

1. Dress decently and responsibly according to the prescribed uniform and dress code
2. Keep hair neat, tidy and in natural colour
3. Be clean and hygienic

#### **Attendance and Participation**

1. Be on time for School and all School-related activities
2. Inform beforehand if you will be absent
3. Participate positively in all School activities
4. Finish all homework and assignments on time
5. Take all assessments honestly and diligently

#### **Safety and Security**

1. Inform the staff of any suspicious persons in School with or without proper security passes (lanyards and visitor tag)
2. Inform the staff of any problems or issues happening in the School
3. Get permission when leaving out of the regular dismissal times
4. Leave for home only when parents/guardians are at door or in car below.

## **RULES AND REGULATIONS (“RULES”)**

### **A. GENERAL**

1. Save for where the Students are attending class and/or activity consisting of other languages, Bahasa Malaysia or English is to be spoken as the language of communication at all times in the School or when representing the School outside the School.
2. Students shall maintain respectful behaviour in the School and shall treat all teachers, staff, and other Students with respect.
3. Students shall develop an aptitude to study, and to cultivate good study habits.
4. Students shall meet all deadlines for the completion of all assignments as determined by the teachers of the School. Where extensions are required, parents need to write to the School before the due date. Extension is subject to teachers’ approval.
5. Where applicable, examinations and tests are integral parts of the School academic programme.
  - (a) Students shall be present for all such examinations and tests without exception (refer to the section on School examinations)
  - (b) Students shall not commit and/or attempt to commit any act of dishonesty.
6. Students shall be attentive and earnest in attending to academic and non-academic programmes of the School.
7. Boisterous and/or disruptive act and/or behaviour are prohibited at all times.
8. Students shall not use any word, expression, sign, and/or action that are commonly known to be foul, vulgar, obscene, immoral, and/or unacceptable. Without derogating the generality of this rule, the School may from time to time determine and announce that any word, expression, sign, and/or action as being foul, vulgar, obscene, immoral, and/or unacceptable, and upon such announcement, such word, expression, sign, and/or action shall be deemed as foul, vulgar, obscene, immoral, and/or unacceptable.
9. All forms of gambling and/or ‘games of chance’, and/or the possession, use, promotion, circulation, and/or distribution (whether as a gift, sale, or otherwise) in any form of gambling and/or games of chance is prohibited.
10. The possession, use, promotion, circulation, and/or distribution (whether as a gift, sale, or otherwise) within the School of any prohibited, illegal, and/or pornographic material in whatsoever form is prohibited. Without derogating the generality of this rule, the School may from time to time determine and announce that any material is prohibited, and upon such announcement, such material shall be deemed to be prohibited.
11. The School has the right to, and may at any time, conduct a search of any Student’s desk, locker, and/or personal belongings without any notice.
12. The School has the right to, and may confiscate any item expressly prohibited under this Rules as well as any item deemed questionable by the School either temporarily or permanently.

13. Mobile phones and/or electronic devices that are not required for the purpose of academic or non-academic programme of the School may be brought into the School subject to the following conditions:
  - (a) All mobile phones shall be surrendered to the School (and thereafter be returned to the Student) pursuant to the procedure as laid down by the School from time to time; and
  - (b) The School is not liable should the Students' smartphones and/or electronic devices be damaged, stolen, and/or misplaced.
  - (c) Any mobile phone or electronic device that is not required for the purpose of academic or non-academic programmes of the School found in the possession of the Student after the start of class or during such other prohibited times will be confiscated. The mobile phone or electronic device and sim card (if any) shall be kept by the School until the end of the next school day and can only be claimed by the parents/guardian
14. Students shall not commit any act of vandalism, wilful destruction, damage and/or defacement of any form to the School and/or private property. In addition to the disciplinary actions provided under this Rules, any Student committing such act shall also be required to pay for the cost of repair or replacement.
15. The possession, use, promotion, circulation, and/or distribution (whether as a gift, sale, or otherwise) within and/or without the School of any type of offensive weapons and/or sharp objects/ornaments by Students is prohibited.
16. The possession, use, promotion, circulation, and/or distribution (whether as a gift, sale, or otherwise) within and/or without the School of any type of explosive materials including fireworks is prohibited.
17. The possession, use, promotion, circulation, and/or distribution (whether as a gift, sale, or otherwise) of chewing gum within the School is prohibited.
18. Students shall not, whether individually or collectively with others, bring disrepute to the School by their words, deeds or actions within and/or without the School.
19. The possession, use, promotion, circulation, and/or distribution (whether as a gift, sale, or otherwise) intoxicating or dangerous material including but not limited to any alcohols, drugs, poisons, and chemicals, by Students within and/or without the School is prohibited.
20. The possession, use, promotion, circulation, and/or distribution (whether as a gift, sale, or otherwise) of cigarettes, cigars, pipes and all other substitutes including but not limited to shisha, vaping sticks and E-cigarettes is prohibited.
21. Any act of dishonesty, forgery (including but not limited to forgery of the signatures of parents or guardians), fraud, and/or misleading statement or action is prohibited.
22. Save for when required by any academic or non-academic programme of the School, Students shall not scream, shout, run and/or dash around in the common area of the School.
23. Students shall be fully responsible for their own belongings. The School will not be held responsible for any loss or damage of any belonging of Students.
24. A redistribution exercise of students between classes may be carried out at the end of each term, year and/or at any time at the discretion of the School. No appeal on this exercise will be

entertained.

25. In all cases where the Students are to participate in meetings, excursions, competitions or functions outside the School, parent's approval and agreement, in the form and terms as may be determined by the School from time to time, may be required. In the absence of such approval and agreement, such Students may be barred from participating.
26. Students shall exercise care and personal hygiene when utilizing the toilet facilities and shall not in any way dirty such facilities.
27. Students may be barred from attending lessons and classes or sitting for examination in the event of any amount outstanding due to the School. Examination results may also be withheld should there be any amount outstanding due to the School.
28. Students shall not, within and/or without the School, act or attempt to act in any way that is against the laws of Malaysia, whether or not such Students are convicted by the Court of Malaysia.
29. The School may at its absolute discretion determine and announce any act or behaviour to be inappropriate and/or a danger to other Students, staff, teachers and/or the School and may prohibit such act or behaviour from the date so announced.

#### **B. LESSONS AND CLASSES**

1. Students shall diligently and earnestly attend to all the lessons and classes.
2. Students shall complete all classwork, homework, assignments, projects, and/or any tasks assigned by the teachers timely and responsibly with the spirit of excellence.
3. Students shall not engage in any distractive and/or disruptive behaviour and/or act. Notwithstanding and in addition to the disciplinary actions set out in this Rules, Students who engage in distractive and/or disruptive behaviour and/or act in class may be sent out of the class.

#### **C. SOCIAL INTERACTION WITH OTHER STUDENTS**

1. Students shall not, whether individually or together with others, harass and/or bully another Student or group of Students whether within or without the School, whether physically or virtually. Students who intentionally **bully or make a fellow student feel left out, threaten, harm or inflict pain** on other persons will face disciplinary action set out in this Rules, including expulsion. This clause applies to and includes those who abet such actions. All forms of verbal, psychological and physical stress and harm on another person will warrant severe action from the School.
2. Bullying including cyber-bullying is intolerable.
3. Cyber-bullying is bullying through the use of any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writings, images, sound, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electric or photo optical system, including but not limited to electronic mail, internet communication or facsimile communications. Cyber-bullying shall also include the creation of a web page or blog or page in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages.

4. Students shall not engage in any romantic and/or inappropriate relationship with another Student of the School. This includes the behaviour of any Student who is found to be too familiar with another Student such as touching, holding hands, hugging, and kissing.

#### **D. SCHOOL UNIFORM**

1. The prescribed School uniform shall be worn by all Students at all times when they are in the School compound during normal school days, and during all official school activities and functions within and/or without the School, unless otherwise specified.
2. The School uniform shall be purchased from the School or its authorized agents only.
3. Students shall wear the prescribed School neck-ties and blazers on Monday, special occasions, and/or when representing the School.
4. Students who fail to wear the School neck-tie when so required shall purchase a new neck-tie each time of offence.
5. Where Students require to wear sweaters, Students shall wear the School sweaters only.
6. Students shall wear closed shoes only.
7. Save for where required by religious practice, any form of head gear including but not limited to hat, cap, or veil is not allowed.
8. The School reserves the right to disallow any form of attire it deems inappropriate.
9. Sunglasses are not allowed in the School.
10. Attires for Physical Education ("PE") and Sports Activities
  - (a) Only the prescribed School PE attire and white/house-colour School sports top together with School PE sports pants are permitted.
  - (b) Notwithstanding the above, long dark blue or black sports pants can be worn with permission from any teacher or management of the School ("Management").
  - (c) Muslim students may wear long sleeve tee and long pants underneath the prescribed attire provided that the colour of such tee and pants is in black or dark blue.
11. Student Council members shall wear the prescribed attire of the School Student Council Board.
12. All attire shall be kept clean and neat. Torn, worn-out, outgrown, stained or faded attire shall be replaced.

#### **E. PERSONAL APPEARANCE**

1. General (For all students)
  - (a) All students shall be well-groomed, tidy and presentable in their personal appearance.
  - (b) Nails should be kept short.

2. Appearance of Biological Male Students (“Boys”)

- (a) Boys’ appearance shall conform with the guidelines set out here. Where there is a need for variation on religious grounds, prior written requests shall be made by the parents for variation and must first be approved by the Head Teacher.
- (b) Prior written requests must be made by the parents for variation on religious grounds, and these must be forwarded to the Head Teacher for the appropriate clearance.
- (d) Beards, moustaches, and/or unkempt facial hair are not allowed. Sideburns should not come below the mid-length of the ear.
- (e) The School may at its absolute discretion determine and declare any appearance to be inappropriate, and when so declared, Students shall comply with the School’s directions in this regard.

3. Appearance of Biological Female Students (“Girls”)

- (a) Girls shall keep their hair neat and away from the forehead. Strands of loose hair shall be clipped up. Fringes shall be clipped back away from the forehead.
- (b) Long hair should be neatly tied up or braided.
- (c) Multiple piercing of ear lobes is not allowed. Girls are allowed to wear only studs on each ear.
- (d) Nose ring is not allowed
- (e) The School may at its absolute discretion determine and declare any appearance to be inappropriate, and when so declared, Students shall comply with the School’s directions in this regard.

**E. ATTENDANCE, PUNCTUALITY & PARTICIPATION**

- 1. Students shall be present and punctual in the School on all School days, and at all School functions and activities unless prior written requests for exemption/variation from parents have been approved by the Head Teacher or the Management.
- 2. Students shall be punctual, attend all classes regularly, participate in all relevant curricular or extra-curricular activities, and sit for all relevant examinations applicable to the Students unless excused on medical grounds or other compelling cogent reasons.
- 3. Students who are late (“Latecomers”) to School are not allowed to enter the School and shall be deemed absent unless:
  - (a) the School receives a prior email or call from parents with a valid reason; or
  - (b) parents accompany the Students to the entrance of the School and provide a valid reason thereto.
- 4. Students who are absent (“Absentees”) from School and/or its organized activities shall either produce a medical certificate or a letter duly signed by the parents/guardian to the Homeroom teacher on the next day upon return to School after his/her period of absence.
- 5. Permission To Leave School Early

- (a) Students may leave the School premises or its organized activities before the scheduled time of dismissal if their parents have applied for and signed the Permitted Early Leave From School During School Period form, provided that such application is approved by the Head Teacher-
- (b) The Head Teacher may at his absolute discretion without providing any reason allow or reject the application.

6. Leave of Absence

- (a) Save for unforeseeable emergencies or sickness, Students who wish to seek leave of absence from the School for valid pre-determined reasons are required to email the school. Email needs to be sent by his/her parent/guardian, as early as practicably possible prior to the actual day of absence, for the consideration of the School.
- (b) While the School recognizes the inevitability of certain leave of absence, Students are required to keep the leave of absence to the minimum in order to not interfere with the Students' education.
- (c) If the leave of absence is approved by the School, there shall be no replacement classes or rescheduling of examination seating or replacement of such other items or events for the absent Students subject to paragraph 6(d) below.
- (d) Rescheduling of examination seating may be arranged (if possible) for Students who are taking sick leave with medical certificate or due to bereavement of immediate family members. Students are required to email the School with the necessary documents to obtain the permission of the Head Teacher or the Management.

7. Students who are unable to take part in any PE or games or sports or such other activities due to health reasons shall first apply for exemption from the Head Teacher or the Management by providing a letter from a qualified and recognised medical doctor. The exemption shall be shown by the Students to the teacher or the coach on duty prior to the PE or games or sports or such other activities so exempted.

8. Save for provided above, any truancy, absence, and/or lateness are prohibited.

**G. ASSEMBLY**

- 1. Assemblies are held every Monday unless otherwise informed. Formal gatherings and/or official School functions may be held as and when informed by the School.
- 2. Students shall be present at all School assemblies, formal gatherings, and official School functions unless prior written permission has been obtained pursuant to Section F above.
- 3. Students shall maintain respectful silence and order during assemblies, formal gatherings, and official School functions.
- 4. When Assemblies, formal gatherings, and/or official School functions end, Students shall move silently and in an orderly manner to their respective classes under the supervision of the respective teachers-in-charge. In this regard, Students shall heed the instructions of teachers on duty and Student Council representatives on duty.

**H. STAFF AND TEACHERS' SPACE**



1. Students shall seek permission before approaching the staff or teachers' tables.
2. Students are not allowed to loiter in the administrative office reception area.

#### **I. FOOD & CAFETERIA**

1. Students shall queue up to buy their food and/or drinks.
2. Students shall clear the tables and place all drinking and food utensils they have used in the designated collection points. All food waste shall be disposed into the designated bins
3. Food and drinks shall only be consumed at the designated areas.
4. Food with pork is not allowed into the School compound.

#### **J. LIBRARY**

1. Students are automatically members of the School library ("Library"). Students may use the library for reference, silent study, and borrowing books.
2. Students shall maintain silence, order, and discipline at all times in the Library.
3. Students are not allowed to engage in discussion, whispering, eating, drinking, littering and/or other unbecoming behaviour in the Library.
4. Students shall follow and adhere to the procedure and such additional rules prescribed from time to time by the School in relation to the use of the Library, including but not limited to the physical usage of the Library and in relation to the borrowing and returning of books.

#### **K. SCIENCE LABORATORY RULES**

1. Students shall not enter the School science laboratory ("Laboratory") unless a Science teacher is present.
2. Students shall not touch, remove, and/or take out any chemicals or apparatus from the Laboratory without the Science teacher's permission.
3. Students shall not carry out any activity in the Laboratory without the Science teacher's permission.
4. Students using the Laboratory for their club or society activities should not tamper with the arrangement of apparatus in the laboratory.
  - (a) For the avoidance of doubt, paragraphs 1 to 3 shall apply to any use of the Laboratory for club or society activities.
5. Students using the Laboratory shall strictly adhere to stipulated rules as displayed in the Laboratory. In addition to, but not derogating such rules as displayed in the Laboratory:
  - (a) Students shall report any breakage or malfunctioning of any equipment to the Science teacher immediately.
  - (b) Students shall not touch any chemical with their bare hands. Spatula or gloves, as the case may be, shall always be used.

- (c) Students shall always read the label on a reagent bottle before using it.
- (d) Students shall not taste or smell any chemical without the express permission of a Science teacher.
- (e) A Bunsen Burner shall only be lit in the manner prescribed by the Science teacher. Any lighted material shall be properly and completely extinguished before being disposed of.
- (f) Food and/or drinks are prohibited in the Laboratory.
- (g) In the event of any accidental swallow of chemicals, the Student is to spit it out at once and wash his/her mouth with plenty of water.
- (h) If any acid or alkali gets onto skin or clothing, wash the affected area with plenty of water immediately.
- (i) Students shall report all accidents to the Science teacher immediately.
- (j) If there is a fire, Students shall follow the School's rules and guidelines on Fire Drill.
- (k) Any solid or liquid substances shall not be thrown into the sink without the permission from the Science teacher.
- (l) All apparatus shall be washed and cleaned after use.
- (m) Students shall wipe the table and return all apparatus to their original place after an experiment and leave the Laboratory clean and tidy.
- (n) Students shall not waste any material.
- (o) Students shall turn off all taps and switch off all the power points before leaving the Laboratory.
- (p) Students shall not write, draw and/or in any way vandalize any part of the Laboratory including but not limited to all the fixtures, fittings, apparatus, equipment, and furniture.
- (q) All bags and/or water bottles shall be left outside the Laboratory.

6. Students are responsible for their own safety and wellbeing in the Laboratory. The School shall not be held liable to any injury, loss, or damage suffered by the Students howsoever while using the Laboratory.

#### **L. CLASSROOM RULES**

1. The classrooms (inclusive of all special rooms) shall only be used as places of study. Unless expressly permitted by the teacher, Students shall not play with any sports equipment and/or games in and/or outside the classrooms.
2. Students shall ensure that all care is given to the fixtures and fittings in the classrooms.
3. Students shall report to the Homeroom teacher of any unusual occurrences or damage to any

fixtures and fittings in the classroom.

4. Students shall sit in accordance with the seating plan assigned by the teachers.
5. Students shall collectively ensure that tables, chairs, and other furniture are properly arranged and that the classrooms are clean and tidy at all times.
6. Students shall arrange the chairs in an orderly manner at dismissal.
7. Students shall perform such class duties set out in the duty roster as drawn up from time to time.
8. Students shall collectively ensure the cleanliness of the classroom.
9. Unauthorized use of the whiteboard and/or LCD projector is prohibited.
10. Students shall not write, draw, and/or in any way vandalize any part of the classrooms including but not limited to all the fixtures, fittings, apparatus, equipment, and furniture.
11. The last Student leaving the classroom shall ensure that all lights and electrical appliances are switched off.
12. Books and/or personal belongings shall not be left in the desks after School.

#### **M. ART STUDIO**

1. The art studio in the School ("Art Studio") is meant solely for the purpose of working on artwork as assigned by the teachers or the relevant clubs. Entering into the Art Studio for any other purpose is prohibited.
2. Students in Year 7 to Year 9 are not allowed into the Art Studio before 9.00am or after school (after 3.00pm from Monday to Thursday and after 4.30pm on Friday) without the permissions from any teacher.
3. Students are not allowed to use any equipment, material, and/or tool from the Art Studio for subjects other than Art or such other related subject.
4. Before any equipment, material, and/or tool is being used for the first time, Students shall read all the labels carefully and comply with all the instructions or manuals.
5. Students are to attempt to find the equipment, material, and/or tool in the Art Studio on their own first before seeking for the teacher's assistance to locate the same.
6. If the label or manual is not specific, confusing, and/or the Student has any query on how to use any equipment, material, and/or tool, the Student shall seek further information and instruction from the teacher before using the same.
7. Students shall clean the space that they had worked on before leaving the Art Studio.
8. Students shall keep all equipment, materials, and/or tools clean and in good and operable condition. Students shall clean, arrange, and place the equipment, material, and/or tool back to their respective places after use. Any electrical equipment and/or tools not in use shall be unplugged.

9. Students shall use proper cutting mats before performing any cutting work.
10. Students shall use rough papers to protect the tables for any inking, painting, drawing, and/or any work that may dirty the tables.
11. Students shall not use any form of inappropriate language and/or make any jokes while in the Art Studio. Students shall maintain control of themselves at all times.
13. Before leaving the Art Studio, the Students shall push in all chairs under the tables, turn off all electrical appliances, and unplug them.

#### **N. SCHOOL TRANSPORTATION & OUTSIDE SCHOOL BEHAVIOUR**

1. Students shall comply with all the instructions given by the teacher and/or the driver while utilizing any transportation provided by the School.
2. The teachers and/or driver may assign seats for Students. Where so assigned, the Students shall only sit on the assigned seat.
3. Students shall board and/or alight from the vehicle in an orderly manner.
4. Students shall wait for the vehicle at the designated pick-up point.
5. Students shall not put any parts of their bodies (such as arm) outside the window during transit.
6. Students shall not throw any items outside the vehicle.
7. Students shall ensure that their shoes are clean from mud before entering the vehicle.
8. Students shall treat the driver with respect and courtesy.
9. Students shall keep the noise levels at a reasonable level.
10. The rules and regulations contained in this Rules shall continue to apply to the Students while the Students are utilizing any transportation provided by the School, while the Students are representing the School outside of the School, and/or while the Students are wearing the School uniform and/or any item that is recognisable to be from the School.

#### **M. COMMUNICATION**

1. Verbal messages from Students and/or parents to the School are not considered official communication.
2. These forms of communications are considered official forms of communication:
  - (a) Email sent to: [enquiries@aspirationis.edu.my](mailto:enquiries@aspirationis.edu.my); [studenthelpdesk@aspirationis.edu.my](mailto:studenthelpdesk@aspirationis.edu.my) provided that the email sent is acknowledged by the School.
  - (b) By-Hand: Official documents passed to the School and acknowledged receipt by the School.
  - (c) School2me application modules

3. The School may from time to time post important information via the School2Me app.

## **N. DISCIPLINARY ACTION**

1. Breach of any of the rules set out herein and elsewhere may result in disciplinary action being taken against the offending Students.
2. The disciplinary action may range from warnings to expulsion. The School has the absolute discretion to determine the appropriate disciplinary action depending on the severity of the offence, and taking into consideration the best interest of the offending Student, other Students, and the School.
3. The School may, but without the obligation to do so, conduct conferences with parents/guardians in between these disciplinary actions. The School may take disciplinary action against the Students without any reference to the parents/guardians.
4. The following summarizes the levels of disciplinary action which may be enforced by the School. For the avoidance of doubt, the levels are not a sequence and shall not be taken as a step by step course of action. The levels set out here are for reference only. The School is not obligated to take any of the actions set out herein.

### **Level 1 - Verbal Warning/Reprimand**

The teacher/staff member will tell/remind/warn Student not to engage in rule breaking action or behaviour.

### **Level 2 –Warning Letter**

An official letter from the School stating the offences committed by the Student and the possible actions to be taken by the School for persistent non-compliance will be sent out by the School.

### **Level 3 – Suspension**

The Head Teacher or Management may suspend the Student from the School for up to fourteen days. Parent/guardian shall be required to confer with the School prior to the Student's reinstatement.

### **Level 4 - Expulsion**

A student can be expelled by the Head Teacher with approval from the Board of Governors. (All forms of deposits and payments will be forfeited)

The Head Teacher and/or the Board of Governors may at their absolute discretion terminate the enrolment of the Student from School at any point in time. Where the termination is due to disciplinary reason, there shall be no refund of deposits, fees, and/or any other payment made by the parent or Student.

## **O. SCHOOL EXAMINATIONS**

1. The dates for all School examinations will be listed in the School calendar. The Students are

responsible to check the School calendar and attend to all examinations scheduled for him/her.

2. All School examinations are held in line with the rules and regulations set by the Ministry of Education, Cambridge Assessment International Education and/or such other examination guidelines set by the organization relevant to the examinations to be taken by Students.
3. Teachers may conduct tests, quizzes, assignments, projects, and/or any other manner of assessment which may carry weightage towards the final grade/marks.
4. Examination Practices

(a) General

- i. All School rules shall be observed throughout the entire duration of the examination, including the Assessment Policy and Academic Honesty Policy (found on the School website).
- ii. Students shall bring their own essential stationery and mathematical instruments.
- iii. Students are not allowed to borrow, lend, gift, share, or exchange any item whatsoever howsoever during the examination.
- iv. Students who are late will not be given extra time.
- v. Rescheduling of examination seating may be arranged (if possible) for Students who are taking sick leave with medical certificate or due to bereavement of immediate family members. Students are required to obtain the permission of the Head Teacher or the Management.
- vi. Save for the above, there shall be no rescheduling of examination.
- vii. Students shall not commit and/or attempt to commit any act of dishonesty. Evidence of intention to commit an act of dishonesty shall be deemed to be an attempt to commit an act of dishonesty.
- viii. Any act or attempt to commit any act of dishonesty may result in the offending Students being graded with zero mark for the particular examination. Other disciplinary action in Section N above may be taken against the Students.

(b) Before the Examination

- i. Students shall check the examination timetable carefully and ascertain the time and location of the examination room.
- ii. Students may only bring authorised items into the examination room such as essential stationery and mathematical instruments. For the avoidance of doubt, pencil case, water bottle, mobile phone, non-permitted electronic gadget, written notes, dictionaries, papers, and/or notebook are not allowed to be brought into the examination room. Students are encouraged to bring additional pens or such other writing utensils into the examination room.
- iii. Students shall leave their books and/or bag at the back or outside the

examination room, as may be instructed by the invigilators.

- iv. Students shall arrive at least 15 minutes before the start of the examination.

**(c) During Exam.**

- i. Students are not allowed to leave the examination room in the first and last 15 minutes of the examination.
- ii. Permission to leave the examination room may only be given when the Student has completed the examination between the first and last 15 minutes of the examination, and the permission to leave is given on the absolute discretion of the invigilators, notwithstanding that the Student has completed the examination.
- iii. Save for the above, Students are not allowed to leave the examination room while the examination is ongoing.
- iv. Students not taking any examination while any examination is ongoing shall keep the noise level to the minimum.
- v. Students shall not communicate with other Students, verbally or non-verbally, in any manner whatsoever or cause any form of distraction in the examination room. Such actions shall be deemed to be an attempt to commit acts of dishonesty.
- vi. If attention from the invigilators is required, Students shall raise one of their hands.
- vii. Students shall comply with all the instructions of invigilators.
- viii. Students shall not turn over the examination paper until told to do so.
- ix. Any correction to the answers shall be made by way of crossing out the answers with a line only. Students are not allowed to use any type of sticky tape, eraser fluid, or such other method of correction.
- x. Stop writing immediately when the invigilators say it is the end of the examination.
- xi. At the end of the examination, Students shall leave the examination room quickly and quietly. Students shall take all their belongings with them.

- 5. Examination timetables will be distributed well ahead of the scheduled examination.
- 6. Student Progress Report will be sent electronically to the Students and parents before the commencement of a new term.
- 7. Parents-Teachers Consultation will be held twice in an academic year at the date to be announced by the School. All parents shall attend the said Parents-Teachers Consultation.

**P. ABETMENT**

- 1. Any Students who abet in the commission in any way whatsoever of any act or omission that

is expressly prohibited by this Rules shall be deemed to have committed such act or omission and shall be subjected to disciplinary action to be taken by the School.

**Q. RULES AND REGULATIONS APPLICABLE TO OTHER FACILITIES OF THE SCHOOL**

1. Notwithstanding any rules set out in this handbook, the usage of any facility and/or space provided by and/or situated in the School may be subjected to the rules and regulations specific to such facility and/or space.

**Further rules may be introduced from time to time by the School that may not be inserted into this Student Handbook. Be that as it may, such rules shall still be binding on the Students upon their introduction.**